

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
March 20, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Andrew Yam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of January 16, 2018 and February 20, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. RECEIPT AND EXPENDITURE REPORT:
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts
- c. LIBRARY FINES REPORT:
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. FISCAL YEAR 2018/19 PRELIMINARY BUDGET DRAFT

Review of the proposed preliminary library budget for fiscal year 2018/19 to be submitted to the City of Monterey Park

It is recommended that the Library Board of Trustees:

- (1) Approve the proposed preliminary budget for fiscal year 2018/19; and
- (2) Taking such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for April 17, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: March 20, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of January 16, 2018 and February 20, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None


BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. January 16, 2018 regular meeting minutes
2. February 20, 2018 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

January 16, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

January 16, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, January 16, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 7:00 P.M.

FLAG SALUTE:

Trustee Morín led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Betty Morín, Jason Dhing, Gloria Guerrero and Andrew Yam

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary; Darren Braden, Young Adult Librarian

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

It was decided to move up agenda item #7 **Teen/YA Subdivision 6002** to be addressed after agenda item #1 **Oral and Written Communications** for the convenience of the staff member making the presentation to the Library Board.

PUBLIC COMMUNICATIONS:

Lisa Duong stated that she was a tutor in the LAMP program and would soon start teaching one of the ESL classes. She is also a pre-med student at East Los Angeles College. She was attending the meeting because she was interested in serving as a member of the Library Board of Trustees.

1. ORAL AND WRITTEN COMMUNICATIONS:

None

7. TEEN / YA SUBDIVISION 6002

City Librarian Arvizu introduced Darren Braden, Young Adult (YA) Librarian, who has been with the library for eleven years.

Mr. Braden stated that as the Teen/YA Librarian, his main focus is on young adults but he also performs other tasks such as answering reference questions at the public desk and teaching computer classes to adults. He plans and supervises activities with teens including the Junior Friends, a group of volunteers aged 14 – 18 years of age. The Junior Friends sometimes assist him with planning and even presenting programs within and even outside of the library. This helps them develop life skills as interactions are personal and not just online/virtual. Librarian Braden keeps statistics on teen activities. He enjoys spending time with the

students as he finds supporting their efforts and seeing the teens grow and mature to be very rewarding. Most of the Junior Friends are from Monterey Park and many find their time in the library to be enjoyable and memorable enough that they return and visit even after they graduate from high school.

The YA sub-division also partners with community groups and City departments to provide information and assistance including educational and cultural workshops that benefit the teens as well as providing a library presence at City special events such as the Cherry Blossom Festival, Geranium Festival and Lunar New Year. Librarian Braden does outreach to the schools and encourages students to volunteer at the library or at these City events. He has spoken at volunteer fairs at Ramona Convent and career fairs at Mark Keppel High School and other schools. Librarian Braden noted that he sends flyers about library programs of interest to teens to carefully chosen classes at the schools. For example, he sends flyers to English classes as that is a requirement for all students but especially when he wants to promote author visits or college preparation workshops.

There is also a YA collection of books and materials of interest to teens including copies of textbooks used by the local high schools. This provides an additional resource for teens in their studies.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of November 21, 2017

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of November 21, 2017.

MOTION:	Moved by Trustee Morín and seconded by Trustee Guerrero. Motion carried by the following vote:
AYE:	Trustees Barron, Morín and Guerrero
NO:	None
ABSTAIN:	Trustees Dhing and Yam (absent from the meeting on November 21, 2017)
ABSENT:	None

It was noted that the meeting scheduled for December 19, 2017 had been cancelled for lack of agenda items.

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report
- b. Trust and Agency Accounts Report
- c. Library Fines Report

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION: Moved by Trustee Dhing and seconded by Trustee Morín.
Motion carried by the following vote:

AYE: Trustees Barron, Morín, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: None

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu noted that the report on the presentation made on overdue fines at the California Library Association conference and discussion on this topic has been scheduled for the February meeting.

Trustee Dhing asked if the online workshops/classes taken by staff for their professional development could be made available to the Trustees as well if they were interested. He would like to view the webinar on dealing with patrons affected with mental illness. City Librarian Arvizu stated that the link to the California State Library video series is available and Trustees can view the series. However, some webinars are only available to staff.

Trustee Morín asked if a date had been set for the Mid-Year presentation to the City Council. City Librarian Arvizu stated that the presentation would take place at the City Council meeting on February 21.

Trustee Dhing congratulated Technical Services Senior Librarian Evena Shu for successfully applying for two grants and complimented her efforts. One of the grants is the *Libraries Illuminated* grant for \$23,600. Senior Librarian Shu successfully wrote and submitted the grant proposal. With the funds, the library plans to purchase 20 each Dell Laptops, Microsoft Office suites, Symantec Antivirus licenses and Faronics licenses. City Librarian Arvizu agreed that Senior Librarian Shu should be commended for her active pursuit of alternative funding sources, especially knowing that the library special tax will expire in April 2018 and thus with that loss of funding, such grants will be vital to allow the library to make necessary purchases of equipment and materials.

Trustee Morín asked if there was a timeline on recruitment for a permanent Literacy Program Administrator. City Librarian Arvizu reported that she had met with Human Resources on this matter. Jose Garcia has been the Acting Literacy Program Administrator for over a year now and according to Personnel regulations and the Miscellaneous Employees Unit's Memorandum of Understand (MOU) the limit is 18 months. They are reassessing the qualifications requirements for the position in respect to the weight given to educational degrees and work-related experience.

City Librarian Arvizu reported that the Los Angeles County Registrar/Recorder Office, in preparation for trying to eliminate polling places by 2024, is conducting a pilot study investigating the potential of using libraries as locations for drop-off ballots. The Monterey Park Bruggemeyer Library is one of the libraries being considered. The library would have to be open to the public during all of the hours of voting, which it is not usually, but funding from the County would be provided for overtime for employees. Trustee Barron noted that

the Community Room at City Hall was used in a test program and had to have new telephone lines installed in order to communicate directly with the County. There might be construction needs for the library. He advised working with Public Works as well as the library's in-house technology staff. City Librarian Arvizu stated that they would discuss this further if the library is chosen as one of the potential sites.

The library will present a program on the Chinese Exclusion Act on Sunday, January 28 at 2:00 p.m. The Chinese American Citizens Alliance is co-sponsoring this program with the library. City Council member Peter Chan will be speaking.

There was an incident in the library on Thursday, January 11 featuring an altercation between two men in the International Area. Staff tried to intervene and calm the situation but eventually police had to be called in.

The Library Foundation will be hosting a High Tea at the Library on Saturday, February 3 from 2:00 – 4:00 p.m. The library will also have a booth at the Lunar New Year festival on Saturday, February 3 and Sunday, February 4. There is concern that Lunar New Year festival-goers will try to park in the library parking lot, taking up spaces that should go to library patrons when the library is open or participants in the High Tea. Staff is working with Public Works and the Recreation and Community Services Departments to try to preempt this from becoming a problem.

The project to install mounted overhead projectors in the Friends Room, Computer Lab and both Classrooms is proceeding. A service agreement and contract has been reached with a company to install the equipment.

City Librarian Arvizu stated that the library is likely to receive a status quo budget for the upcoming fiscal year 2018/19, noting that there is a pledge of an additional \$140,000 from the City Council. However, this will not be enough to cover operating expenses for the year. Expenditures that used to be covered by Measure C funds will now have to be covered by the General Fund allocation. The library will have to make hard decisions due to the lack of funding.

The Library Foundation has agreed to purchase 14 replacement chairs for the Friends Room. City Librarian Arvizu is planning to request that the Library Board approve the purchase of new tables for the Friends Room from the Building trust account.

The library is planning Children's storytimes in both Mandarin and Spanish.

5. PRESIDENT'S REPORT:

Trustee Barron stated that he had received an email from Yukio Kawaratani encouraging the library tax initiative to be placed on the ballot for voters again soon. Trustee Barron wants to discuss this at a future Library Board meeting. He also wanted to establish a sub-committee to discuss this issue and what the Trustees can and cannot do as members of an official City organization. It was decided that Trustee Dhing would participate with Trustee Yam as backup.

UNFINISHED BUSINESS:

6. BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES REVIEW:

Trustee Barron stated that this review was intended to ensure that all Library Board members understood the By-Laws especially in regards to absences from meetings. Currently, there are no excused absences. After three absences in a calendar year, the Trustee will receive a warning letter. At the fourth absence, the Trustee's position will be considered vacant.

Discussion followed as to whether to accept excused absences and what would qualify. It was determined that an absence due to a death in the family or an illness that incapacitates a Trustee would be excused. Absences such as vacations, trips out of town or other commitments will not be excused. Only one excused absence will be accepted during a calendar year. After three unexcused absences, a Trustee will be sent a warning letter via certified mail. At the fourth unexcused absence, the Trustee will be removed from the Board.

Action Taken: The Library Board of Trustees approved revisions to the By-Laws including allowing for one excused absence during the calendar year and sending the warning letter after three unexcused absences via certified mail.

MOTION:	Moved by Trustee Morín and seconded by Trustee Yam. Motion carried by the following vote:
AYE:	Trustees Barron, Morín, Dhing, Guerrero and Yam
NO:	None
ABSTAIN:	None
ABSENT:	None

8. MID-YEAR REPORT:

City Librarian Arvizu presented the Mid-Year Report for Fiscal Year 2017/18 to the Library Board, noting that this report would be presented to the City Council at its meeting on February 21, 2018. City Librarian Arvizu also stated that she has been asked by the City Manager to present recommendations for the future of the library after the expiration of Measure C to prepare the City Council for the Fiscal Year 2018/19 budget hearings. She will present her recommendations to the Library Board as well.

Action Taken: The Library Board of Trustees received and filed the Mid-Year Report for Fiscal Year 2017/18.

MOTION:	Moved by Trustee Guerrero and seconded by Trustee Dhing. Motion carried by the following vote:
AYE:	Trustees Barron, Morín, Dhing, Guerrero and Yam
NO:	None
ABSTAIN:	None
ABSENT:	None

9. STRATEGIC PLAN:

City Librarian Arvizu presented an update on the progress made on the goals of the library's Strategic Plan. The next review will be in June when the current plan expires. Staff will create recommendations for a new plan including goals for the upcoming fiscal year.

Trustee Morín noted that the Strategic Plan includes goals for Children's but not Young Adult/Teen. City Librarian Arvizu stated that when the Strategic Plan was written, the focus was on Kindergarten through 6th grade. Specific goals for YA/Teen will be included in the next plan. Trustee Barron brought up hosting tours of the library again. City Librarian Arvizu stated that this can be included in the next plan as well.

Action taken: The Library Board of Trustees received and filed the update on the Strategic Plan.

MOTION: Moved by Trustee Morín and seconded by Trustee Dhing.
Motion carried by the following vote:

AYE: Trustees Barron, Morín, Dhing, Guerrero and Yam

NO: None

ABSTAIN: None

ABSENT: None

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS: None

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:55 p.m.

City Librarian

ATTACHMENT 2
Minutes
Regular Meeting
February 20, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

February 20, 2018

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, February 20, 2018 at 7:00 p.m., was cancelled due to a lack of quorum.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for March 20, 2018 at 7:00 p.m. in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park.

City Librarian



Library Board of Trustees Staff Report

DATE: March 20, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for February 2018.


BACKGROUND:

None

FISCAL IMPACT:

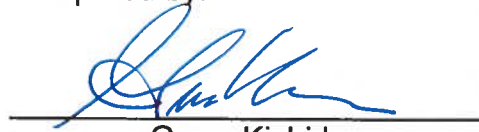
None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for February 2018
2. Trust and Agency Account Report for February 2018
3. Library Fines Report for February 2018

ATTACHMENT 1
Receipt and Expenditure Report
February 2018

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	179,076.00-	14,098.02	117,573.14	0.00	61,502.86-	65.7 0010
11300 PART TIME SALARIES	39,240.00-	3,550.51	30,566.17	0.00	8,673.83-	77.9 0010
11500 SEPARATION BENEFITS	10,401.00-	866.75	6,934.00	0.00	3,467.00-	66.7 0010
12200 LIFE INSURANCE	359.00-	35.10	296.40	0.00	62.60-	82.6 0010
12300 MEDICAL INSURANCE	17,719.00-	1,352.26	12,791.84	0.00	4,927.16-	72.2 0010
12350 MEDICARE INSURANCE	2,578.00-	256.29	2,169.41	0.00	408.59-	84.2 0010
12370 PART TIME RETIREMENT	1,569.00-	104.78	937.09	0.00	631.91-	59.7 0012
12400 DENTAL INSURANCE	1,221.00-	101.68	915.12	0.00	305.88-	75.0 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	2,048.68	0.00	1,024.32-	66.7 0010
12600 RETIREMENT	51,010.00-	4,266.54	35,778.44	0.00	15,231.56-	70.1 0012
12900 LONG TERM DISABILITY	792.00-	66.00	594.00	0.00	198.00-	75.0 0010
12950 VISION PLAN	436.00-	36.32	326.88	0.00	109.12-	75.0 0010
Object 1000 Total	307,474.00-	24,990.33	210,931.17	0.00	96,542.83-	68.6
21250 OFFICE PAPER PRODUCTS	450.00-	66.82	165.12	0.00	284.88-	36.7 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	23.05	1,930.52	0.00	3,569.48-	35.1 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	32.16	5,560.32	0.00	4,402.68-	55.8 0010
Object 2000 Total	15,913.00-	122.03	7,655.96	0.00	8,257.04-	48.1
31700 DATA PROCESSING	10,224.00-	803.00	6,424.00	0.00	3,800.00-	62.8 0010
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.0 0131
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	5,000.00-	75.00	2,001.15	0.00	2,998.85-	40.0 0010
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	3,404.00	0.00	1,702.00-	66.7 0010
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	3,785.32	0.00	1,892.68-	66.7 0131
32200 POSTAGE	1,000.00-	74.33	613.84	0.00	386.16-	61.4 0010
33100 MILEAGE AND PARKING	1,500.00-	10.75	258.88	0.00	1,241.12-	17.3 0010
33200 CONFERENCES/SEMINARS	1,370.00-	53.70	335.70	0.00	1,034.30-	24.5 0010
36100 ELECTRICITY	97,000.00-	4,132.13	67,391.83	0.00	29,608.17-	69.5 0010
36100 ELECTRICITY	16,390.00-	563.47	9,189.78	0.00	7,200.22-	56.1 0131
36200 GAS SERVICE	7,160.00-	691.85	877.11	0.00	6,282.89-	12.3 0010
38100 REPAIRS & MTC BUILDINGS	11,178.00-	0.00	539.29	0.00	10,638.71-	4.8 0010
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	2,823.54	4,105.44	0.00	7,414.56-	35.6 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	6,826.64	0.00	3,826.64	227.6 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	43.80	0.00	456.20-	8.8 0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	0.00	150.00	0.00	3,000.00-	4.8 0010
Object 3000 Total	193,140.00-	10,979.77	105,946.78	0.00	87,193.22-	54.9
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0 0010
42200 LEASE PRINCIPAL PAYMENT	372,517.00-	0.00	184,500.88	0.00	188,016.12-	49.5 0131
42240 LOAN INTEREST	10,679.00-	0.00	7,096.44	0.00	3,582.56-	66.5 0131
Object 4000 Total	386,196.00-	0.00	191,597.32	0.00	194,598.68-	49.6
DEPARTMENT: 6001 TOTAL	902,723.00-	36,092.13	516,131.23	0.00	386,591.77-	57.2

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	241,223.08-	18,065.54	152,764.05	0.00	88,459.03-	63.3 0010
11300 PART TIME SALARIES	0.00	0.00	1,430.40	0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	623.84	11,386.88	0.00	19,827.12-	36.5 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	9,630.68	0.00	4,815.32-	66.7 0010
12200 LIFE INSURANCE	468.00-	78.00	468.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	33,569.00-	2,899.90	25,180.05	0.00	8,388.95-	75.0 0010
12350 MEDICARE INSURANCE	3,389.00-	252.23	2,264.59	0.00	1,124.41-	66.8 0010
12350 MEDICARE INSURANCE	0.00	9.04	73.05	0.00	73.05	0.00 0131
12370 PART TIME RETIREMENT	628.00-	0.00	311.13	0.00	316.87-	49.5 0012
12370 PART TIME RETIREMENT	1,248.00-	24.95	201.53	0.00	1,046.47-	16.1 0131
12400 DENTAL INSURANCE	2,130.00-	179.98	1,599.82	0.00	530.18-	75.1 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	2,048.68	0.00	1,024.32-	66.7 0010
12600 RETIREMENT	67,837.59-	5,125.44	43,746.26	0.00	24,091.33-	64.5 0012
12750 CITY 401 PLAN	0.00	100.00	225.00	0.00	225.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	762.04-	74.46	511.50	0.00	250.54-	67.1 0010
Object 1000 Total	401,175.71-	28,992.29	252,732.62	0.00	148,443.09-	63.0
21350 OTHER OFFICE SUPPLIES	2,000.00-	0.00	564.35	0.00	1,435.65-	28.2 0010
22750 OTHER OPERATING SUPPLIES	0.00	0.00	213.66	0.00	213.66	0.00 0428
Object 2000 Total	2,000.00-	0.00	778.01	0.00	1,221.99-	38.9
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,470.46	0.00	3,470.46	0.00 0428
Object 3000 Total	0.00	0.00	3,470.46	0.00	3,470.46	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	208.80	7,267.45	0.00	23,732.55-	23.4 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	36,000.00-	208.80	7,267.45	0.00	28,732.55-	20.2
DEPARTMENT: 6002 TOTAL	439,175.71-	29,201.09	264,248.54	0.00	174,927.17-	60.2

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	264,506.93-	20,148.93	170,079.27	0.00	94,427.66-	64.3 0010
11300 PART TIME SALARIES	16,640.00-	514.47	2,893.47	0.00	13,746.53-	17.4 0010
11400 OVERTIME SALARIES	0.00	0.00	121.79	0.00	121.79	0.00 0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	13,097.32	0.00	6,548.68-	66.7 0010
12200 LIFE INSURANCE	624.00-	104.00	624.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	42,981.00-	3,718.05	32,628.43	0.00	10,352.57-	75.9 0010
12350 MEDICARE INSURANCE	3,704.00-	292.98	2,507.28	0.00	1,196.72-	67.7 0010
12370 PART TIME RETIREMENT	666.00-	20.57	115.74	0.00	550.26-	17.4 0012
12400 DENTAL INSURANCE	2,740.00-	230.82	2,057.38	0.00	682.62-	75.1 0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	2,857.32	0.00	1,428.68-	66.7 0010
12600 RETIREMENT	74,135.82-	5,719.94	48,719.73	0.00	25,416.09-	65.7 0012
12750 CITY 401 PLAN	0.00	100.00	250.00	0.00	250.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	869.70-	88.92	574.98	0.00	294.72-	66.1 0010
Object 1000 Total	432,383.45-	33,065.02	277,714.71	0.00	154,668.74-	64.2
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	46.10	3,509.81	0.00	3,690.19-	48.8 0010
Object 2000 Total	7,200.00-	46.10	3,509.81	0.00	3,690.19-	48.8
31700 DATA PROCESSING	6,000.00-	1,106.76	7,180.56	0.00	1,180.56	119.7 0010
31700 DATA PROCESSING	6,834.00-	0.00	0.00	0.00	6,834.00-	0.0 0131
38400 R&M MACHINERY AND EQUIPMENT	84,850.00-	26,297.70	62,333.73	13,148.22	9,368.05-	89.0 0010
38400 R&M MACHINERY AND EQUIPMENT	23,066.00-	0.00	0.00	0.00	23,066.00-	0.0 0532
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0 0010
Object 3000 Total	121,700.00-	27,404.46	69,514.29	13,148.22	39,037.49-	67.9
DEPARTMENT: 6003 TOTAL	561,283.45-	60,515.58	350,738.81	13,148.22	197,396.42-	64.8

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	208,605.00-	17,059.37	143,505.48	0.00	65,099.52-	68.8	0010
11300 PART TIME SALARIES	48,878.00-	3,549.29	31,623.49	0.00	17,254.51-	64.7	0010
11300 PART TIME SALARIES	31,152.00-	3,684.31	23,635.50	0.00	7,516.50-	75.9	0131
11400 OVERTIME SALARIES	0.00	0.00	283.79	0.00	283.79	0.00	0010
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	11,864.68	0.00	5,932.32-	66.7	0010
12200 LIFE INSURANCE	624.00-	104.00	624.00	0.00	0.00	100.0	0010
12300 MEDICAL INSURANCE	43,704.00-	3,829.04	32,901.06	0.00	10,802.94-	75.3	0010
12350 MEDICARE INSURANCE	2,933.00-	289.31	2,609.39	0.00	323.61-	89.0	0010
12350 MEDICARE INSURANCE	0.00	53.44	253.21	0.00	253.21	0.00	0131
12370 PART TIME RETIREMENT	0.00	141.98	707.48	0.00	707.48	0.00	0012
12370 PART TIME RETIREMENT	4,000.00-	147.38	1,502.99	0.00	2,497.01-	37.6	0131
12400 DENTAL INSURANCE	2,031.00-	169.18	1,522.62	0.00	508.38-	75.0	0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	3,613.32	0.00	1,806.68-	66.7	0010
12600 RETIREMENT	58,591.04-	4,846.02	41,134.34	0.00	17,456.70-	70.2	0012
12750 CITY 401 PLAN	0.00	150.00	375.00	0.00	375.00	0.00	0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,188.00	0.00	396.00-	75.0	0010
12950 VISION PLAN	753.66-	82.28	505.86	0.00	247.80-	67.1	0010
Object 1000 Total	426,072.70-	36,172.35	297,850.21	0.00	128,222.49-	69.9	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	20.74	149.96	0.00	2,870.04-	5.0	0010
Object 2000 Total	3,020.00-	20.74	149.96	0.00	2,870.04-	5.0	
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00	0.00	4,900.00-	0.0	0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0	0010
Object 3000 Total	5,150.00-	0.00	0.00	0.00	5,150.00-	0.0	
DEPARTMENT: 6004 TOTAL	434,242.70-	36,193.09	298,000.17	0.00	136,242.53-	68.6	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	72,092.00-	0.00	41,272.79	0.00	30,819.21-	57.3	0010
11200 PERMANENT SALARIES	29,846.00-	4,474.34	7,193.84	0.00	22,652.16-	24.1	0142
11200 PERMANENT SALARIES	12,791.00-	1,118.58	1,118.58	0.00	11,672.42-	8.8	0163
11300 PART TIME SALARIES	20,905.00-	2,315.72	17,347.47	0.00	3,557.53-	83.0	0142
11300 PART TIME SALARIES	12,692.00-	895.48	5,877.89	0.00	6,814.11-	46.3	0163
11300 PART TIME SALARIES	14,178.00-	125.40	487.87	0.00	13,690.13-	3.4	0445
11300 PART TIME SALARIES	14,000.00-	704.87	6,062.92	0.00	7,937.08-	43.3	0454
11400 OVERTIME SALARIES	0.00	0.00	19.70	0.00	19.70	0.00	0010
11500 SEPARATION BENEFITS	3,583.00-	298.58	2,388.68	0.00	1,194.32-	66.7	0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	2,831.32	0.00	1,415.68-	66.7	0142
12200 LIFE INSURANCE	156.00-	0.00	130.00	0.00	26.00-	83.3	0010
12200 LIFE INSURANCE	110.00-	20.80	20.80	0.00	89.20-	18.9	0142
12200 LIFE INSURANCE	47.00-	5.20	5.20	0.00	41.80-	11.1	0163
12300 MEDICAL INSURANCE	12,269.00-	0.00	8,494.20	0.00	3,774.80-	69.2	0010
12300 MEDICAL INSURANCE	8,988.00-	901.92	901.92	0.00	8,086.08-	10.0	0142
12300 MEDICAL INSURANCE	3,852.00-	225.48	225.48	0.00	3,626.52-	5.8	0163
12350 MEDICARE INSURANCE	1,020.00-	0.00	568.02	0.00	451.98-	55.7	0010
12350 MEDICARE INSURANCE	433.00-	92.11	349.45	0.00	83.55-	80.7	0142
12350 MEDICARE INSURANCE	186.00-	27.63	131.60	0.00	54.40-	70.8	0163
12350 MEDICARE INSURANCE	0.00	1.82	7.08	0.00	7.08	0.00	0445
12350 MEDICARE INSURANCE	0.00	10.22	56.18	0.00	56.18	0.00	0454
12370 PART TIME RETIREMENT	0.00	5.02	19.53	0.00	19.53	0.00	0012
12370 PART TIME RETIREMENT	741.00-	59.97	524.97	0.00	216.03-	70.8	0142
12370 PART TIME RETIREMENT	421.00-	35.82	235.14	0.00	185.86-	55.9	0163
12400 DENTAL INSURANCE	590.00-	0.00	393.12	0.00	196.88-	66.6	0010
12400 DENTAL INSURANCE	21.00-	39.31	39.31	0.00	18.31	187.2	0142
12400 DENTAL INSURANCE	9.00-	9.83	9.83	0.00	0.83	109.2	0163
12500 WORKERS COMPENSATION	1,618.00-	134.83	1,078.68	0.00	539.32-	66.7	0010
12600 RETIREMENT	20,716.20-	203.01	13,617.22	0.00	7,098.98-	65.7	0012
12600 RETIREMENT	11,460.00-	1,507.46	3,307.81	0.00	8,152.19-	28.9	0142
12600 RETIREMENT	4,912.00-	317.44	317.44	0.00	4,594.56-	6.5	0163
12900 LONG TERM DISABILITY	396.00-	0.00	264.00	0.00	132.00-	66.7	0010
12900 LONG TERM DISABILITY	278.00-	26.40	26.40	0.00	251.60-	9.5	0142
12900 LONG TERM DISABILITY	119.00-	6.60	6.60	0.00	112.40-	5.5	0163
12950 VISION PLAN	139.00-	0.00	92.24	0.00	46.76-	66.4	0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
12950 VISION PLAN	135.00-	9.22	9.22	0.00	125.78-	6.8 0142
12950 VISION PLAN	58.00-	2.31	2.31	0.00	55.69-	4.0 0163
Object 1000 Total	253,008.20-	13,929.29	115,434.81	0.00	137,573.39-	45.6
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	1,272.49	0.00	1,227.51-	50.9 0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	224.90	224.90	0.00	2,275.10-	9.0 0454
Object 2000 Total	5,000.00-	224.90	1,497.39	0.00	3,502.61-	29.9
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	262.00	0.00	1,238.00-	17.5 0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	0.00	212.85-	14.9 0445
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	32.00	0.00	2,468.00-	1.3 0445
Object 3000 Total	9,050.00-	0.00	331.15	0.00	8,718.85-	3.7
40000 BOOKS & SUBSCRIPTIONS	784.00-	0.00	0.00	0.00	784.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	2,848.19	0.00	3,651.81-	43.8 0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0 0445
Object 4000 Total	9,234.00-	0.00	2,848.19	0.00	6,385.81-	30.8
DEPARTMENT: 6005 TOTAL	276,292.20-	14,154.19	120,111.54	0.00	156,180.66-	43.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	187,256.08-	14,289.23	120,146.62	0.00	67,109.46-	64.2 0010
11300 PART TIME SALARIES	25,100.00-	663.08	8,314.58	0.00	16,785.42-	33.1 0131
11500 SEPARATION BENEFITS	10,690.00-	890.83	7,126.68	0.00	3,563.32-	66.7 0010
12200 LIFE INSURANCE	468.00-	78.00	468.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	22,692.00-	1,905.89	17,078.36	0.00	5,613.64-	75.3 0010
12350 MEDICARE INSURANCE	2,627.00-	207.20	1,799.17	0.00	827.83-	68.5 0010
12350 MEDICARE INSURANCE	0.00	9.62	67.92	0.00	67.92	0.00 0131
12370 PART TIME RETIREMENT	1,605.00-	26.52	332.61	0.00	1,272.39-	20.7 0131
12400 DENTAL INSURANCE	1,141.00-	87.56	788.04	0.00	352.96-	69.1 0010
12500 WORKERS COMPENSATION	3,154.00-	262.83	2,102.68	0.00	1,051.32-	66.7 0010
12600 RETIREMENT	52,687.72-	4,057.32	34,424.40	0.00	18,263.32-	65.3 0012
12750 CITY 401 PLAN	0.00	150.00	375.00	0.00	375.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	620.08-	54.48	366.24	0.00	253.84-	59.1 0010
Object 1000 Total	309,228.88-	22,781.56	194,281.30	0.00	114,947.58-	62.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	97.31	1,546.45	0.00	4,953.55-	23.8 0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	47.55	0.00	952.45-	4.8 0131
Object 2000 Total	7,500.00-	97.31	1,594.00	0.00	5,906.00-	21.3
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	15,000.00-	0.00	1,073.01	0.00	13,926.99-	7.2 0010
40000 BOOKS & SUBSCRIPTIONS	9,763.00-	317.96	6,199.65	0.00	3,563.35-	63.5 0131
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6 0530
40500 LIBRARY DATABASES	625.00-	599.00	599.00	0.00	26.00-	95.8 0131
Object 4000 Total	32,888.00-	916.96	15,344.65	0.00	17,543.35-	46.7
DEPARTMENT: 6006 TOTAL	349,866.88-	23,795.83	211,219.95	0.00	138,646.93-	60.4
DEPT SERIES: 6000 TOTAL	2,963,583.94-	199,951.91	1,760,450.24	13,148.22	1,189,985.48-	59.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2018 TO 02/28/2018

				66.7% YEAR COMPLETE
REPORT TOTALS	\$2,963,583.94-	\$199,951.91	\$1,760,450.24	\$13,148.22 \$1,189,985.48- 59.9

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2018 TO 02/28/2018

66.7% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,129,342.94-	159,930.84	1,348,944.82	0.00	780,398.12-	63.4
2000 OPERATION EXPENDITURES	40,633.00-	511.08	15,185.13	0.00	25,447.87-	37.4
3000 PROFESSIONAL EXPENDITURES	329,290.00-	38,384.23	179,262.68	13,148.22	136,879.10-	58.4
4000 OTHER OVERHEAD	464,318.00-	1,125.76	217,057.61	0.00	247,260.39-	46.8
TOTALS	\$2,963,583.94-	\$199,951.91	\$1,760,450.24	\$13,148.22	\$1,189,985.48-	59.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2018 TO 02/28/2018
FUND SUMMARY

66.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
				YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	1,909,794.57-	153,899.43	1,213,994.88		13,148.22	682,651.47-	64.3
0012	RETIREMENT FUND	327,841.37-	24,490.62	219,511.36		0.00	108,330.01-	67.0
0131	LIBRARY TAX FUND	531,669.00-	8,049.11	264,013.53		0.00	267,655.47-	49.7
0142	EL CIVIC EDUCATION GRANT	77,948.00-	9,801.17	32,552.51		0.00	45,395.49-	41.8
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	2,644.37	7,930.07		0.00	27,156.93-	22.6
0428	CA COUNCIL FOR THE HUMANITIES	0.00	0.00	3,684.12		0.00	3,684.12	0.00
0445	LITERACY TRUST GRANT	32,178.00-	127.22	4,946.78		0.00	27,231.22-	15.4
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	939.99	6,344.00		0.00	12,156.00-	34.3
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99		0.00	27.01-	99.6
0532	LIBRARIES ILLUMINATED GRANT	23,066.00-	0.00	0.00		0.00	23,066.00-	0.0
TOTALS		\$2,963,583.94-	\$199,951.91	\$1,760,450.24		\$13,148.22	\$1,189,985.48-	59.9

ATTACHMENT 2
Trust and Agency Account Report
February 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: February 28, 2018

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of February 28, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 813.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 813.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 19,326.97
Deposits (Water Bill Donation: 2/28/18)	535.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 19,861.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 66,290.38
Deposits	0.00
Disbursements (Printer cartridge: Office Depot)	(68.43)
(Books: New Readers Press)	(142.50)
Total Ending Balance	<u>\$ 66,079.45</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 97,068.17**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,457.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,457.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 41,991.84
Deposits	(Passport fees) 1,235.00
	(Passport fees) 795.00
	(Passport fees) 955.00
	(Passport fees) 770.00
	(Passport fees) 975.00
Disbursements	(Postage) (73.70)
	(Flat Rate Envelopes) (336.75)
Total Ending Balance	<u>\$ 46,311.39</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 233,837.46

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

ATTACHMENT 3
Library Fines Report
February 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 02/01/2018 To: 02/28/2018

BEGIN DATE: 02/01/2018 END DATE: 02/28/2018 ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	02/02/2018	CR 299741	81768	70.66-
0010-701-0010-07410		FINES	02/02/2018	CR 299745	81808	14.75-
0010-701-0010-07410		FINES	02/05/2018	CR 299769	130662	12.45-
0010-701-0010-07410		FINES	02/05/2018	CR 299770	130661	28.50-
0010-701-0010-07410		FINES	02/05/2018	CR 299771	130660	18.83-
0010-701-0010-07410		FINES	02/07/2018	CR 299794	130764	80.20-
0010-701-0010-07410		FINES	02/08/2018	CR 299721	130875	38.50-
0010-701-0010-07410		FINES	02/08/2018	CR 299803	130818	79.07-
0010-701-0010-07410		FINES	02/09/2018	CR 299723	130900	25.50-
0010-701-0010-07410		FINES	02/13/2018	CR 299855	131060	6.50-
0010-701-0010-07410		FINES	02/13/2018	CR 299856	131061	28.00-
0010-701-0010-07410		FINES	02/13/2018	CR 299857	131062	47.28-
0010-701-0010-07410		FINES	02/14/2018	CR 299876	131153	35.13-
0010-701-0010-07410		FINES	02/15/2018	CR 299891	131221	53.75-
0010-701-0010-07410		FINES	02/16/2018	CR 29921	82215	49.50-
0010-701-0010-07410		FINES	02/16/2018	CR 299922	82217	70.50-
0010-701-0010-07410		FINES	02/21/2018	CR 299995	131399	11.50-
0010-701-0010-07410		FINES	02/22/2018	CR 300030	131512	121.93-
0010-701-0010-07410		FINES	02/22/2018	CR 300031	131524	21.75-
0010-701-0010-07410		FINES	02/23/2018	CR 300045	131582	23.50-
0010-701-0010-07410		FINES	02/26/2018	CR 300066	131678	3.75-
0010-701-0010-07410		FINES	02/27/2018	CR 300069	131685	29.25-
0010-701-0010-07410		FINES	02/27/2018	CR 300070	131686	44.75-
0010-701-0010-07410		FINES	02/28/2018	CR 300110	131768	65.75-
REPORT TOTAL						\$981.30-

Previous balance 07/01/2017 - 01/31/2018 = \$ 9,471.18

Month to date 02/01/2018 - 02/28/2018 = \$ 981.30

Fiscal year to date 07/01/2017 - 02/28/2018 = \$ 10,452.48



Library Board of Trustees Staff Report

DATE: March 20, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None


BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: March 2018 Report

EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. Teen/YA Librarian Darren Braden was selected as the Employee of the Month for March 2018.



Children's Library Clerk Christi Chavez nominated Darren, stating:

I'd like to nominate Darren Braden for employee of the month because he removed the nails underneath the chairs in children's area of which the plastic stub had broken off to keep them from snagging the carpet. He also cut the carpet so the fibers pulled up by the nails would be flush with the rest of the carpet.

Congratulations to Darren!



Training/Workshops/Classes

Adult/Reference/Teen Senior Librarian Cindy Costales attended the Info People archived webinar, *Making Employee Training Stick* on February 28. The webinar offered strategies for supervisors to use to get more out of the trainings attended by staff.

On February 23, **Jessica Rodriguez, Technical Services Library Technician** and **Evena Shu, Technical Services Senior Librarian**, were invited to attend the *Open Data* online training hosted by Will Saunders and Debbie Faires, Director of Online Learning, San Jose State University. They received training on what Open Data is and some examples of open data. They learned that "open data and content can be freely used, modified and shared by anyone for any purpose."

A workshop at the recent California Library Association conference was *Free Your Fines and the Rest Will Follow*. The discussion involved three libraries who have discontinued charging

overdue fines with various methods and the results they have had. This conference became available as a posted video and **all Circulation Library Clerks** are being asked to view it.

The California State Library in partnership with Los Angeles County Library offered via YouTube an eight-part video series that addressed different aspects of library patrons affected by mental illness and suggestions as to how library staff should interact with patrons. These 5-10 minute videos continue to be viewed by **all Circulation Library Clerks**.

On February 7 **Children's Senior Librarian Diana Garcia** attended the Infopeople webinar *Facilitating Multi-Dimensional Listening: Helping Groups Identify Common Ground while Acknowledging Differences*. This training addressed how to facilitate productive discourse and group discussion amongst staff, stakeholder groups, and focus groups.

On February 21 Diana attended a webinar for the PLA Leadership Academy on measuring program outcome and using results to advocate for your library. Past president of PLA, Carolyn Anthony discussed the PLA's Project Outcome tools and three PLA Academy fellows shared how the tools had been used in their own libraries.



Outreach/Meetings/Conferences

On February 1, **City Librarian Norma Arvizu** met with AAEDE (Asian American Economic Development Enterprise) to discuss support for the library's Reading Rockets Program for the summer session. Issues discussed were the

support for Literacy Summer Reading Rockets Program and Children's Services as funding support for the Starling App.

City Librarian Arvizu met with City Manager Ron Bow and Human Resources Director Tom Cody on February 12 to discuss strategies for professional staff commitments and equitable workforce practices.

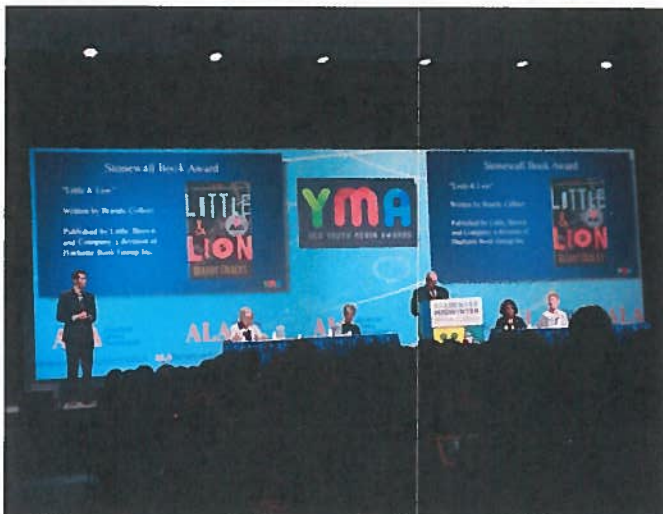
On February 20, City Librarian Arvizu participated as a judge for the Monterey Park Lion's Club Student Speakers Contest held at the Lions Manor on Chandler Avenue. Six high school students from Alhambra, Mark Keppel and San Gabriel High Schools participated in presenting speeches on *Integrity and Civility Play What Role in Today's Society*. Other City officials in attendance were Police Chief Jim Smith, Community and Economic Development Michael Huntley, and Human Resources Director Tom Cody.

Teen Librarian Darren Braden participated in the Alhambra Unified School District's Career Fair on Friday, February 22 from 2 to 5 pm at Mark Keppel High School. Darren shared

current library programs and services and librarian career information with over hundred students, teachers and school administrators who visited his booth.

Children's Senior Librarian Diana Garcia held a conference call on February 7 for the ALSC (Association for Library Service to Children) Program Coordinating Committee in order to select the final two sessions to be presented on behalf of ALSC at the American Library Association's 2018 Annual Conference in New Orleans. Diana led the work of committee members in reading and evaluating proposals and organized a vote to narrow down the large group of submissions. On the conference call Diana facilitated a discussion of the top proposals in which committee members weighed the strengths and weaknesses of the proposals, taking into consideration the range and balance of topics to be presented. Diana is currently serving as the Chair of this committee.

From February 10-12, Diana attended the ALA's Midwinter Conference in Denver, Colorado. Diana is currently serving on ALSC's Geisel Award Committee and attended the orientation session for the group, as well as the 2018 Youth Media Awards.



On February 28, Diana attended a meeting of the East Los Angeles-Montebello Business and Professional Women (BPW).

ADMINISTRATION



Following the success of the inaugural High Tea at the Library, the **Monterey Park Library Foundation** has turned its attention to planning for its next major fundraiser, the annual Gala. This year the event will take place on Friday, April 27 starting at 6 pm at Luminarias restaurant. The theme will be Fire and Ice and Foundation members intend to create a more celebratory atmosphere, concentrating on keeping speeches to a minimum, condensing the raffle and providing live music for dancing. The Foundation will honor former Library Board member Janet Yu for her contributions to the library and community. Gilbert Stokes (former lead vocalist of the popular band El Chicano) and Friends will perform. Tickets are \$65 each and table sponsorships are available and highly encouraged.

The Friends of the Library continued to support the library by providing funding for library programs and activities for the community to enjoy. **The Friends Bookstore earned \$814.50 in February 2018.** This is a decrease from the high of \$1,068.70 in January, but is still a significant amount that will be used to benefit the library and its patrons.

As another fundraiser, similar to their efforts for Valentine's Day, the Friends are holding a raffle for Easter with a prize of a gift basket with Easter-themed candy and gifts. Tickets are available in the Friends Bookstore.

Administration Staffing

Administrative Secretary Gwen Kishida designed the flyers for the Library Foundation Fire and Ice Gala and the Friends Bookstore Easter gift basket raffle.

Easter RAFFLE

Win a gift basket filled
with Easter candy and gifts!

RAFFLE TICKETS
\$1 EACH

Drawing will take place
on March 29

Purchase tickets in the
Friends Bookstore



2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.

PROGRESS

Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently on the library homepage.

The library has discussed the need for additional specific signage for Passport Services and other revamped areas.

The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.

Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4 as well as several Farmers Markets and the National Night Out on August 1. At the upcoming Cherry Blossom Festival in April, the Teen/YA Librarian and Junior Friends will have a booth promoting library services and activities while LAMP staff will provide passport services. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES

Chinese Lunar New Year Program



Reference Librarian Maggie Wang coordinated a successful Chinese Lunar New Year program on Sunday, February 25 at 2 pm in the Friends Room. Chinese folk dances, music, folk songs, opera singing, and poetry were performed by eight local groups featuring 36 performers to the delight of an audience of 100 people who enthusiastically applauded for all of the wonderful performances. A new Chinese film, *Cook Up a Storm*, was screened after the performances. Volunteers distributed goody bags with red envelopes, almond and fortune cookies, and chocolate to attendees. The audience participated in drawings for prizes with twenty lucky attendees winning special prizes celebrating the Year of the Dog.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, February 13 from 6-8 pm in the Friends Room with 31 people participating in the clinic including several volunteer attorneys and assistants.



Black History Film Program

The film, *The Race*, the true story of Olympic legend Jesse Owens' record breaking achievement of winning four gold medals at the 1936 Berlin Olympics was screened on February 11 at 2 pm in the Friends Room to an audience of 12 adults.



Computer Classes

February computer classes included Beginning Computer in Cantonese, Beginning Computer in Mandarin, and the Open Lab. A total of 110 adult students attended computer classes in February.

YA SERVICES



Monterey Park Chinese Lunar New Year Festival

Teen Librarian Darren Braden and twelve Junior Friends hosted a library booth at the annual City of Monterey Park's Chinese Lunar New Year Festival on Saturday, February 3 and Sunday, February 4 from 10 am - 4 pm. During the two-day event, Junior Friends distributed the library's calendar of events, LAMP passport information and other information to promote library programs and services. To attract people to the library booth, games of chance or skill were offered with the opportunity to win prizes that included a coupon for the Friends Bookstore, a Year of the Dog button, and a chance to win a book. Several

hundred prizes were distributed during the two-day event as staff shared information about the library's great programs and services to the 200 adults and youth who visited the library booth.



Mid Week Movie

The film *Logan Lucky* was screened on Wednesday, February 7 at 3 pm in the Friends Room. The comedy/crime drama about a family who steals money from the Charlotte Motor Speedway during a NASCAR race was viewed by 24 people.



Junior Friends Meeting

Junior Friends met on February 26 with 15 teens attending the meeting. Topics discussed included Junior Friends jacket designs and elections for board members, and the group decided that no meeting will be scheduled if Mark Keppel High School has the day off. Teens were informed that good attendance at meetings and regular volunteering are required for those seeking possible board positions. In the month of February the Junior Friends volunteered 110 hours to the library.



Junior Friend Sponsored Program

Teens enjoyed making Valentine cards, designing trinkets, and making chocolate covered candies at the Junior Friends sponsored program on February 14 at 3 pm in the Friends Room. The program was a success with 31 teens attending the Valentine themed program.



8V8

The monthly 8v8 online game tournament was held on February 21 at 3 pm in the Computer Lab with five teens attending the program.



Anime Club

The newly released Disney/Pixar DVD, *Coco*, was screened on February 28 at 3 pm in the Friends Room with 38 people watching the colorful, beautifully animated film about a 12 year old boy's desire to become a musician despite his family's wishes. The film explores the traditions of the Day of the Dead in the animated fantasy adventure. The film won Academy Awards for Best Animated Feature and Best Original Song at the 90th Academy Awards.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.	Staff worked on developing several film programs with guest speakers and filmmakers for Women's History Month and Asian Pacific Heritage Month that will focus on stories of immigration and people's stories about coming to California.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	Completed.
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	Staff worked on developing programs to celebrate Teen Tech Week that will focus on robotics, computer science, and engineering.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 338 order records in February and updated 1,337 records.

ILL (Inter Library Loans): In February the Library did not lend any books to other libraries and borrowed one book.

Mending and processing: 483 items were in repair status. In January staff did not any clean CD/DVDs.

Weeding: 40 items were weeded from the collection.

Grants:

Evena Shu, Technical Services Senior Librarian, worked with **Christi Chavez, Children's Library Clerk** and **Darren Braden, Teen Librarian**, on purchasing the Lego Booster and the Lego Mindstorm EV3 robotics for the Southern California Edison's grant project *Building 21st Robotics Skills for Tweens and Teens*. Darren has scheduled the test run for March 12 during Teen Week. Christi completed the lesson plan and scheduled the robotic programs in Children's during April and May.

Technical Services Staffing

Evena sent a list of eBooks that we purchased through Axis 360 to the Overdrive vendor. Overdrive has obtained publishers' permission to salvage the list of eBooks to add to the Library's collection. Overdrive statistics in February are improving: eAudiobook circulation was 59; eBook circulation was 90 with 20 new users. With the addition of the Axis 360 titles, the library will see a jump in numbers for March. eBook circulation will also increase as the library staff get the word out about Overdrive to other users.

Robert Liao, Technical Services Library Clerk, returned to work on February 25 after six weeks of absence.

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	Completed. The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21st Century Skills for Tweens and Teens</i> .

2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.

Completed. Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program.
3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

Completed. Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017.

CIRCULATION SERVICES

The closure of the library due to the President's Day holiday on February 17 – February 19, 2018 resulted in 1,279 library materials checked back in from the book return. The day was very busy with 3,698 total transactions when open!

Library card applications have increased this month due to the closure of the East Los Angeles County Library for renovations. Many County library patrons have found their way to our library during this time!

Circulation Staffing

Circulation was very short staffed in February. Full-time Library Clerk Jessica Wahl was out two weeks due to surgery. Full-time Library Clerk Mona Ying was out the entire month due to travelling to China to care for a family member who was ill. Fortunately Circulation has part-time Library Clerks who assisted with coverage of the public desk effectively.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Investigate new 21 st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.	Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.	Ongoing. We continue to work with our volunteer coordinator to match our needs with available volunteers. Volunteers are an essential part of Circulation. We depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

LAMP LITERACY / CITIZENSHIP

February was a short month but it was full of activity in the LAMP office. ESL and Citizenship classes are now in full swing and passport applications have been pouring in. Staff had a steady flow of new student registrations throughout the month, with 37 new students not counting those placed on waiting lists.

ESL and Citizenship Classes

New Beginning Literacy instructor Lisa Duong has settled in nicely into her new teaching role, so much so that her class has to be moved into the large classroom to accommodate more students. The Friday morning schedule seems to favor many of the students.



Passports

This month LAMP staff received notice from the Department of State that the passport execution fee will increase from \$25 to \$35 on April 2, 2018. That is good news for the library as LAMP will be making more money per application. Additionally, the library will also be increasing the photo fee from \$10 to \$15 to match the price of other nearby

photo services. Given these changes, staff saw a surge of appointments in February and expect the same for March. In order to meet the demand of passports during this busy season, the LAMP office will be increasing passport acceptance hours beginning March to include Sundays from 1 – 4 p.m.

New Citizens- February

XiuQing Wang	Gairan Qi
Jinxia Zhao	Min Fan
Jian Shuang Wu	Bing Nee



LAMP Statistics for February 2018

Programs	96	
Program Attendance	1293	
Students Served this month	313	
Student hours	2225	
Total Students	YTD 645	Projected 1,650
Total Hours	YTD 15758	Projected 29,000
Passports	122	YTD 803
Passport Revenue	\$3460	YTD \$23,040

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Esther Park
ESL Beginning Literacy	Fridays	10:00 a.m. – 12:00 p.m.	Lisa Duong
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, made preparations to increase passport acceptance hours beginning next month. This required submitting a request to the Department of State and scheduling enough staff on Sunday to cover passport and literacy services. With the addition of part-time Library Page Kieu Truong working on Sundays, there will be sufficient staff to offer passport services. He also began preparing for the Cherry Blossom Passport Event which will be held on April 21 and 22 in conjunction with the City festival.

Angelica Marquez, Part Time Library Clerk, continued to train new part-time Library Page Kieu Truong on general office procedures. With the increase in appointments for passports, much of her time was also spent assisting patrons with passport related questions.

Hannah Chin, Part Time Library Clerk, continued to assist in accepting passport applications on Monday evenings. Additionally, Hannah made phone calls to students regarding absences and to add students from the waiting lists.

Jay Delgado, Part Time Library Clerk, was kept busy this month with passport appointments. On Sundays he helped prepare the Audio/Video equipment for the classes and shelved returned items.

Gloria Nguyen, Part Time Library Clerk, continued to prepare students for their Naturalization exam and helped six more students become citizens this month. Additionally, she assisted patrons in making appointments for passports.

Rudy Jimenez, Part Time Library Page, became a new father this month. He was out for most of the month to be with his wife and daughter in El Salvador.

Kieu Truong, Part Time Library Page, received training on general office procedures, tracking student attendance and student registration. Her ability to speak Vietnamese, Cantonese and Mandarin has been a big help on the weekends.

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Staff is researching what other Library Literacy Programs are currently using to assess their learners.
3. Boost passport application intake by increasing service hours and extending to include passport services during special events.	LAMP has scheduled to increase passport acceptance hours during peak months to include Sundays from 1-4 p.m. Also, another passport event is scheduled to be offered during the City's Cherry Blossom Festival on April 21 and 22.

CHILDREN'S SERVICES

This month the Children's Services Division received generous funding from Asian American Economic Development Enterprises (AAEDE) to move forward with the purchase of 20 Starling devices for the library. Staff is currently creating lending procedures and promotional materials and anticipates the project will launch to the public in May or June.

In February 2018 Children's staff presented **42 public programs and storytimes** to **1,491 parents and children**. Staff also hosted **three field trips** to the library and **one school visit** which served a total of **103 teachers, parents and children**, bringing **total programming attendance to 1,594** for the month of February. Staff answered **583 reference questions** in person and over the phone.

Type	QTY	QTY		% Change vs.	
Month	February 2018	January 2018	February 2017	January 2018	February 2017
Program Attendance	1491	1456	1329	+2%	+12%
Outreach Attendance	103	157	240	-34%	-57%
Reference Questions	583	679	775	-14%	-25%

Programming

Homework Help

Children's Division volunteers held **12 sessions of Homework Help** and assisted **17 children** with **50 questions** over the course of the month.

Little Explorers

In February 56 children and 50 caregivers enjoyed a Chinese New Year themed Little Explorers program. Kids enjoyed scooping, digging and exploring in the bins, which included red envelopes, gold tinsel and red pompoms. Sensory bin play is a favorite activity among the library's youngest patrons and parents appreciate that they don't have to clean up the mess afterwards.



Afterschool Art

This month 11 children and their caregivers joined Afterschool Art. Kids were introduced to the art of sculptor Alberto Giacometti before being given wire and foil to create sculptures of their own. Every participant put their own spin on the activity and spent the hour meticulously sculpting their mermaids, princesses, dogs, and superheroes.





Computer Class

Eight children and three caregivers attended February's Computer Class on Word and Google Docs. The programs were new to the majority of the children, but with part-time Library Clerk Anita Phan's skillful teaching, the attendees walked away with new skills and were excited to return for next month's class.

Tween Program

Participants of the Animation Tween Program learned traditional and digital animation skills, using drawing and flip books, as well as the iPad app Flipaclip.



Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 103 children and adults** during **three field trips** to the library and **one school visit**.

Katie MacDonald's Montebello Adult Education Parent/Child Class visited the library together on January 24 for storytime and group play. There were several new families in Mrs. MacDonald's class who were visiting the library for the first time.

Tiny Tots visited the library with 28 kids and 10 adults on February 28. Children's Librarian Kristin Olivarez performed a storytime for the group and introduced library services.

Children's Senior Librarian Diana Garcia visited Repetto Elementary School's Options classroom on February 28 and performed storytime for 18 kids and three adults. Diana visits the classroom on a monthly basis.

1,000 Books Before Kindergarten

Children read **1,700 books** in the ***1,000 Books Before Kindergarten*** program, which encourages early literacy and learning in the home for children birth through preschool. Twenty six new children signed up for the program this month and 17 children read at least 100 books.

In all, families have read 115,900 books since the inception of the program in 2014.

Literacy Extension Corner

The Literacy Extension space features a new self-directed learning activity every month which is tied to literacy and children's literature and allows children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then.

A total of 61 children participated in the Literacy Extension during the month of January.

Collection

Staff continued work this month on a project to add genre labels to all books in the Children's Fiction section in an effort to improve accessibility for young patrons. As of the end of February staff has completed over three-quarters of the collection and hopes to have the project completed by early March.

Circulation Statistics

In February 77.0% of the library's total circulated items were Children's materials. A total of 11,544 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	February 18	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.6%	835
Children's Books on CD	0.0%	1
Children's CD	0.2%	26
CDVD	0.5%	70
CDVDF	0.1%	18
Children's Easy Fiction	10.7%	1598
Children's Easy Non-Fiction	5.1%	756
Children's Fiction	26.5%	3947
Children's Graphic Novels	4.7%	693
Children's International	3.2%	481
Children's Non-Fiction	9.4%	1395
Children's Paperbacks	10.4%	1555
Children's Periodical	0.0%	3
Children's Recordings	0.5%	81
Children's Audio Books	0.1%	9
Chinese Learning Collection	0.0%	5
Tumblebooks		71
Total	77.0%	11,544

2017-18 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.

PROGRESS

Children's Services has put continuing puppet shows on hold until a new part-time Children's Librarian is hired.

2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

Ongoing. In February Children's staff hosted field trips to the library by Montebello Adult School and Tiny Tots and visited Repetto Elementary's Options classroom, serving a total of 103 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281	291	237	147	270	243					
CIRCULATION													
Total Public Service Hours	183	201	166	193	164	150	177	160					
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794	22,481	20,996					
Total Circulation	18,843	19,429	17,670	19,717	17,060	14,005	18,195	14,895					
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808	24,107					
Total Circulations	18,021	18,735	17,656	21,920	17,742	15,782	17,508	18,303					
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14,092	13,561	15,221				11,544					
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859	3,470	3,787	3,377					
Circulation of ebooks								149					
Adult/YA													
Adult Reference Questions	583	735	608	614	536	409	591	447					
Number of Technology Reference Questions	449	685	541	1,053	639	439	484	504					
Number of Completed Technology Reference Transactions	449	685	541	1,053	639	439	484	504					
Adult Programs - Number	18	28	16	25	16	6	18	23					
Adult Programs - Attendance	407	543	357	790	175	97	262	607					
Adult Friends Sp. Program - Attendance	182	157	22	365	22	27	70	200					

Young Adult Program Number	6	5	8	3	6	5	7	7
Young Adult Programs Attendance	168	162	308	56	98	87	136	320
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0
YA Friends SP Program- Attendance	0	0	0	0	0	0	0	0
Adult Friends Sp. Programs - Num	6	4	1	5	1	1	1	2
LAMP								
LAMP Reference Questions		871	519	635	505	566	845	750
LAMP/Citizenship Programs- Number	58	96	91	119	131	67	86	96
Adult Literacy Program Attendance	417	1259	1557	1691	1429	704	824	1293
LAMP Preschool - Number	0	0	0	2	0	0	0	0
LAMP Preschool - Attendance	0	0	0	53	0	0	0	0
LAMP School Age - Number	16	0	0	2	4	0	0	0
LAMP School Age - Attendance	78	0	0	18	29	0	0	0
Passport Services	104	105	70	105	93	76	128	122
CHILDREN								
Children's Reference Questions	644	734	827	945	642	475	679	583
Children's Outreach	287	27	52	210	224	70	157	103
Children's Program Number	50	38	44	48	45	26	45	42
Children's Program Attendance	2,935	1884	1931	2009	1635	1312	1613	1491
Pre-School Programs- Number	9	15	15	16	20	10	16	17
Pre-School Programs- Attendance	762	1011	893	799	902	554	782	867
School Age Programs - Number	41	23	29	32	25	16	27	25
School Age Programs - Attendance		873	1038	1210	733	758	831	624
Children's Program Friends Sp. -Number	2	0	0	0	0	1	0	0
Children's Program Friends Sp. - Attendance	270	0	0	0	0	258	0	0

INTERLIBRARY LOANS											
ILL loans to other	1	1	1	1	0	0	0	3	0		
ILL loans received	1	1	0	0	0	0	0	0	1		
COLLECTION TOTALS											
Adult volume added	254	362	174	401	222	117	201	272			
Children's volume added	97	335	404	236	130	110	225	352			
Items Deleted	647	1,730	474	517	418	370	838	40			
Total Vols in Collection	153,926	152,894	153045	153156	153092	153028	152600	153196			

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

February 2018

Submitted by Evena Shu, Technical Services Senior Librarian

February 1st, 2018	Cumulated Total	Cumulated Deleted	Added February 2018	Deleted February 2018	Gain/Loss February 2018	Changes February 2018
Items records	153,196	238,468	636	40	596	
Bib records	133,966	184,672	555	39	516	1,337
Authority records	109,897	75,313	691	466	225	
Order records	16,159	68,086	338	0	338	
January 1st, 2018	Cumulated Total	Cumulated Deleted	Added January 2018	Deleted January 2018	Gain/Loss January 2018	Changes January 2018
Item records	152,600	238,428	410	838	-428	
Bib records	133,450	184,633	624	599	25	1,629
Authority records	109,672	74,847	720	190	530	
Order records	15,821	68,086	411	0	411	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		20,996	
HOURS OPEN			160
CHECK-OUT AND RENEWAL	14,895		
CHECK-IN	12,836		
PATRON REQUESTED HOLDS	60		
FILLED HOLDS	57		
Monterey Park	45		
Alhambra	2		
Los Angeles County	8		
Rosemead 5			
Montebello 1			
Santa Fe Springs	2		
Total	57		
MEESCAN Total number of sessions	27		
USAGE Items checked out	70		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	64	5	
MON	61	2	
TUE	82	10	
WED	48	5	
THU	43	2	
FRI	7	7	
SAT	19	5	
TOTAL	324	36	360 Patrons
Jan 2018 total	395	42	437

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	7	234	2	
MON	3	178	7	
TUE	1	347	5	
WED	0	152	0	
THU	3	116	1	
FRI	0	33	0	
SAT	0	50	3	
TOTAL	14	1,110	18	1,142 items
Jan 2018 total	21	1,395	26	1,442

LAMP MONTHLY STATISTICAL REPORT

February 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	43	0	0	6	86	9	521	10	1200
CITIZENSHIP	7	51	0	0	7	50	7	408	40	1000
BASIC	16	61	0	0	16	54	19	514	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	143	10	900
TOTAL	29	155	0	0	29	190	39	1586	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	177	838	27	25	179	1687	330	10314	650	19000
CITIZENSHIP	98	456	29	12	115	484	212	4654	500	7500
BASIC (1-to-1)	19	61	0	0	19	54	26	514	50	1000
DIST. LEARNING	0	0	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	12	12	50	50
FFL - Children	0	0	0	0	0	0	41	41	50	50
ELLI	10	0	0	0	0	0	22	193	80	1400
TOTAL	304	1355	56	37	313	2225	645	15758	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	0	0	4	10
# of Tutors Trained	0	0	16	75

D. STUDENTS WAITING

ESL & citizenship classes	23
One-to-one	49
Referred to other institutions	2

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	2
HOURS	11

US CITIZENS	New	YTD
Passed	6	51

Passports	New	YTD
Executed	122	803

Reference Qs	New	YTD
ESL	180	1573
Citizenship	135	1054
Passports	435	2064



Library Board of Trustees Staff Report

DATE: March 20, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: 2018-19 Fiscal Year Budget

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the proposed preliminary library budget for fiscal year 2018-19; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The proposed preliminary budget is the first budget reflecting the loss of revenue from the library tax Measure C, which expired in April 2018. The budget does include the additional \$120,000 approved by the City Council for the library.

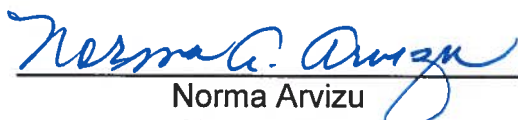
BACKGROUND:

The City Librarian is an ex-officio executive officer of the Board who shall be held responsible for recommendations concerning the budget which will provide for the library's orderly expansion, expenditures and operations of the library within the terms of the budget.

FISCAL IMPACT:

With Measure LL's failure and expiration of Measure C, the library lost approximately \$125,000 - \$175,000 a year in funding. The City Council approved an additional \$120,000 to assist the library but this funding was only approved for fiscal year 2018-19. With the expiration of Measure C, the library is no longer guaranteed a minimum 5.3% allocation from available General Fund monies.

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

2018-19 Fiscal Year Proposed Preliminary Budget

ATTACHMENT 1
2018-19 Fiscal Year
Proposed Preliminary Budget

Department Library

#	Fund	Target Amounts	6001	6002	6003	6004	6005	6006	Balance	Over/Under
0010	General	\$ 2,041,000	\$ 454,068.00	\$ 386,164.00	\$ 480,247.00	\$ 374,999.00	\$ 165,613.00	\$ 300,309.00	\$ 2,161,400.00	\$ (120,400.00)
0012	Retirement	\$ 396,904	\$ 57,519.00	\$ 79,801.00	\$ 87,645.00	\$ 67,778.00	\$ 38,528.00	\$ 62,905.00	\$ 394,176.00	\$ 2,728.00
0131	Library Tax	\$ -	\$ -						\$ -	\$ -
0142	Literacy & Civics Ed	\$ 77,948					\$ 77,948.00		\$ 77,948.00	\$ -
0163	CLLS	\$ 35,087					\$ 35,087.00		\$ 35,087.00	\$ -
0445	Literacy Trust	\$ 8,000					\$ 8,000.00		\$ 8,000.00	\$ -
0454	Library Passport Trust	\$ 7,674					\$ 7,674.00		\$ 7,674.00	\$ -
	TOTALS	\$ 2,566,613	\$ 511,587.00	\$ 465,965.00	\$ 567,892.00	\$ 442,777.00	\$ 332,850.00	\$ 363,214.00	\$ 2,684,285.00	\$ (117,672.00)

FUND	DEPT CODE	DIVISION NAME	OBJECT	OBJECT DESCRIPTION	17/18 TARGET	18/19 Target
0010	6001	LIBRARY ADMINISTRATION	11200	PERMANENT SALARIES	177,276	181,356
0010	6001	LIBRARY ADMINISTRATION	11300	PART TIME SALARIES	39,240	39,240
0010	6001	LIBRARY ADMINISTRATION	11500	SEPARATION BENEFITS	10,401	13,853
0010	6001	LIBRARY ADMINISTRATION	12200	LIFE INSURANCE	359	515
0010	6001	LIBRARY ADMINISTRATION	12300	MEDICAL INSURANCE	17,719	16,228
0010	6001	LIBRARY ADMINISTRATION	12350	MEDICARE INSURANCE	2,578	2,635
0010	6001	LIBRARY ADMINISTRATION	12370	PART TIME RETIREMENT	2,250	2,250
				PART TIME MEDICARE		686
0010	6001	LIBRARY ADMINISTRATION	12400	DENTAL INSURANCE	1,220	1,221
0010	6001	LIBRARY ADMINISTRATION	12500	WORKERS COMPENSATION	3,073	3,319
0010	6001	LIBRARY ADMINISTRATION	12900	LONG TERM DISABILITY	792	792
0010	6001	LIBRARY ADMINISTRATION	12950	VISION PLAN	436	436
0010	6001	LIBRARY ADMINISTRATION	21250	OFFICE PAPER PRODUCTS	450	
0010	6001	LIBRARY ADMINISTRATION	21350	OTHER OFFICE SUPPLIES	5,500	5,306
0010	6001	LIBRARY ADMINISTRATION	22150	CLEANING & SANITATION SUPPLIES	9,963	12,000
0010	6001	LIBRARY ADMINISTRATION	22450	LIBRARY SUPPLIES/CIRC/AV/ETC		
0010	6001	LIBRARY ADMINISTRATION	22750	OTHER OPERATING SUPPLIES		
0010	6001	LIBRARY ADMINISTRATION	31700	DATA PROCESSING	10,224	10,531
				DATA PROCESSING	10864	
0010	6001	LIBRARY ADMINISTRATION	31950	OTHER PROFESSIONAL SERVICES	2,500	2,500
0010	6001	LIBRARY ADMINISTRATION	32050	TELEPHONE	5,000	900
0010	6001	LIBRARY ADMINISTRATION	32150	TECHNOLOGY CHARGES	5,106	10,000
				TECHNOLOGY CHARGES	5,678	
0010	6001	LIBRARY ADMINISTRATION	32200	POSTAGE	1,000	1,000
0010	6001	LIBRARY ADMINISTRATION	33100	MILEAGE AND PARKING	1,500	1,500
0010	6001	LIBRARY ADMINISTRATION	33200	CONFERENCES/SEMINARS	1,370	2,000
0010	6001	LIBRARY ADMINISTRATION	36100	ELECTRICITY	97,000	102,421
				ELECTRICITY	16,390	
0010	6001	LIBRARY ADMINISTRATION	36200	GAS SERVICE	7,164	7,379
0010	6001	LIBRARY ADMINISTRATION	38100	REPAIRS & MTC BUILDINGS	11,178	15,000
0010	6001	LIBRARY ADMINISTRATION	38400	R&M MACHINERY AND EQUIPMENT	11,520	15,000
				R&M MACHINERY AND EQUIPMENT	3000	
0010	6001	LIBRARY ADMINISTRATION	39250	PRINTING & DUPLICATING	500	2,500
0010	6001	LIBRARY ADMINISTRATION	39300	DUES/MEMBERSHIPS	3,150	3,500
0010	6001	LIBRARY ADMINISTRATION	41100	SERVICES/OTHER GOVT. AGENCIES	3,000	
				[10-6001] LIBRARY ADMINISTRATION	467,401	454,068
0012	6001	LIBRARY ADMINISTRATION	12600	RETIREMENT	51,519	57,519

FUND	DEPT CODE	DIVISION NAME	OBJECT	OBJECT DESCRIPTION	17/18 TARGET	18/19 Target
0010	6002	REFERENCE AND ADULT S	11200	PERMANENT SALARIES	235,877	251,568
0010	6002	REFERENCE AND ADULT S	11300	PART TIME SALARIES	-	19,545
				PART TIME SALARIES	31214	
0010	6002	REFERENCE AND ADULT S	11500	SEPARATION BENEFITS	14,446	14,430
0010	6002	REFERENCE AND ADULT S	12200	LIFE INSURANCE	468	936
0010	6002	REFERENCE AND ADULT S	12300	MEDICAL INSURANCE	32,819	37,799
0010	6002	REFERENCE AND ADULT S	12350	MEDICARE INSURANCE	3,389	3,648
				PART TIME MEDICARE INSURANCE		342
			12370	PART TIME RETIREMENT	1,248	977
0010	6002	REFERENCE AND ADULT S	12400	DENTAL INSURANCE	2,130	2,160
0010	6002	REFERENCE AND ADULT S	12500	WORKERS COMPENSATION	3,073	3,319
			12750	DEFERRED COMP		650
0010	6002	REFERENCE AND ADULT S	12900	LONG TERM DISABILITY	1,188	1,188
0010	6002	REFERENCE AND ADULT S	12950	VISION PLAN	616	894
0010	6002	REFERENCE AND ADULT S	21350	OTHER OFFICE SUPPLIES	2,000	2,208
0010	6002	REFERENCE AND ADULT S	22450	LIBRARY SUPPLIES/CIRC/AV/ETC		
0010	6002	REFERENCE AND ADULT S	38400	R&M MACHINERY AND EQUIPMENT		
0010	6002	REFERENCE AND ADULT S	39250	PRINTING & DUPLICATING		
0010	6002	REFERENCE AND ADULT S	39300	DUES/MEMBERSHIPS		
0010	6002	REFERENCE AND ADULT S	40000	BOOKS & SUBSCRIPTIONS	31,000	41,500
0010	6002	REFERENCE AND ADULT S	40500	LIBRARY DATABASES	5,000	5,000
				[10-6002] REFERENCE AND ADULT SER	364,468	386,164
0010	6002	REFERENCE AND ADULT S	12600	RETIREMENT	68,466	79,801
						79,801

FUND	DEPT CODE	DIVISION NAME	OBJECT	OBJECT DESCRIPTION	17/18 TARGET	18/19 TARGET
0010	6003	TECHNICAL SERVICES	11200	PERMANENT SALARIES	264,506	276,156
0010	6003	TECHNICAL SERVICES	11300	PART TIME SALARIES	16,640	10319
0010	6003	TECHNICAL SERVICES	11500	SEPARATION BENEFITS	19,646	17,508
0010	6003	TECHNICAL SERVICES	12200	LIFE INSURANCE	624	1,248
0010	6003	TECHNICAL SERVICES	12300	MEDICAL INSURANCE	42,981	47,615
0010	6003	TECHNICAL SERVICES	12350	MEDICARE INSURANCE	3,704	4,005
				PART TIME MEDICARE		180
0010	6003	TECHNICAL SERVICES	12400	DENTAL INSURANCE	2,740	2,770
0010	6003	TECHNICAL SERVICES	12500	WORKERS COMPENSATION	4,286	4,629
			12370	PART TIME RETIREMENT		515
0010	6003	TECHNICAL SERVICES	12750	DEFERRED COMP		1,300
0010	6003	TECHNICAL SERVICES	12900	LONG TERM DISABILITY	1,584	1,584
0010	6003	TECHNICAL SERVICES	12950	VISION PLAN	657	1,068
0010	6003	TECHNICAL SERVICES	22450	LIBRARY SUPPLIES/CIRC/AV/ETC	7,200	8,000
0010	6003	TECHNICAL SERVICES	31700	DATA PROCESSING OCLC	6,000	13,500
				DATA PROCESSING	6,834	
0010	6003	TECHNICAL SERVICES	31950	OTHER PROFESSIONAL SERVICES		
0010	6003	TECHNICAL SERVICES	38400	R&M MACHINERY AND EQUIPMENT	84,850	89,850
0010	6003	TECHNICAL SERVICES	39250	PRINTING & DUPLICATING	950	-
				[10-6003] TECHNICAL SERVICES	463,202	480,247
0010	6003	TECHNICAL SERVICES	12600	RETIREMENT	74,136	87,645

FUND	DEPT CODE	DIVISION NAME	OBJECT	OBJECT DESCRIPTION	17/18 TARGET	18/19 TARGET	ADDITIONAL \$
0010	6004	CIRCULATION	11200	PERMANENT SALARIES	203,379	213,378	
0010	6004	CIRCULATION	11300	PART TIME SALARIES	48,878	48,878	
			11300		31,152		
0010	6004	CIRCULATION	11500	SEPARATION BENEFITS	17,797	27,128	
0010	6004	CIRCULATION	12200	LIFE INSURANCE	624	1,248	
0010	6004	CIRCULATION	12300	MEDICAL INSURANCE	42,204	54,532	
0010	6004	CIRCULATION	12350	MEDICARE INSURANCE	2,933	3,094	
			12370	PART TIME RETIREMENT	4,000	2,443	
				PART TIME MEDICARE		855	
0010	6004	CIRCULATION	12400	DENTAL INSURANCE	2,031	2,501	
0010	6004	CIRCULATION	12500	WORKERS COMPENSATION	5,420	5,854	
			12750	DEFERRED COMP		1,950	
0010	6004	CIRCULATION	12900	LONG TERM DISABILITY	1,584	1,584	
0010	6004	CIRCULATION	12950	VISION PLAN	519	1,254	
0010	6004	CIRCULATION	22450	LIBRARY SUPPLIES/CIRC/AV/ETC	3,020	3,500	
0010	6004	CIRCULATION	38400	R&M MACHINERY AND EQUIPMENT	4,900	6,800	
0010	6004	CIRCULATION	39250	PRINTING & DUPLICATION	250		
				[10-6004] CIRCULATION	368,691	374,999	
0012	6004	CIRCULATION	12600	RETIREMENT	58,591	67,778	
						67,778	

FUND	DEPT CODE	DIVISION NAME	OBJECT	OBJECT DESCRIPTION	17/18 TARGET	18/19 TARGET
0010	6005	LITERACY	11200	PERMANENT SALARIES	72,092	121,348
0010	6005	LITERACY	11300	PART TIME SALARIES	-	
0010	6005	LITERACY	11500	SEPARATION BENEFITS	3,583	6,465
0010	6005	LITERACY	12200	LIFE INSURANCE	312	624
0010	6005	LITERACY	12300	MEDICAL INSURANCE	12,270	30,058
0010	6005	LITERACY	12350	MEDICARE INSURANCE	1,700	1,760
0010	6005	LITERACY	12400	DENTAL INSURANCE	618	1,670
0010	6005	LITERACY	12500	WORKERS COMPENSATION	1,618	1,747
			12750	CITY 401 PLAN		650
0010	6005	LITERACY	12900	LONG TERM DISABILITY	792	792
0010	6005	LITERACY	12950	VISION PLAN	330	499
0010	6005	LITERACY	38400	R&M MACHINERY AND EQUIPMENT		-
						165,613
[10-6005] LITERACY					21,224	
0012	6005	LITERACY	12600	RETIREMENT	20,716	38,528

0142	6005	LITERACY	11200	PERMANENT SALARIES	39,120	
0142	6005	LITERACY	11300	PART TIME SALARIES	15,610	
0142	6005	LITERACY	11500	SEPARATION BENEFITS	4,247	37,908
0142	6005	LITERACY	12200	LIFE INSURANCE	110	
0142	6005	LITERACY	12300	MEDICAL INSURANCE	8,590	
0142	6005	LITERACY	12350	MEDICARE INSURANCE	1,990	550
0142	6005	LITERACY	12370	PART TIME RETIREMENT	741	
0142	6005	LITERACY	12400	DENTAL INSURANCE	410	1,516
0142	6005	LITERACY	12600	RETIREMENT	10,220	
0142	6005	LITERACY	12900	LONG TERM DISABILITY	280	
0142	6005	LITERACY	12950	VISION PLAN	100	
0142	6005	LITERACY	21350	OTHER OFFICE SUPPLIES		2,500
0142	6005	LITERACY	22750	OTHER OPERATING SUPPLIES		3,175
0142	6005	LITERACY	31950	OTHER PROFESSIONAL SERVICES		1,500
0142	6005	LITERACY	32200	POSTAGE		51
0142	6005	LITERACY	33100	MILEAGE AND PARKING		2,000
0142	6005	LITERACY	38400	R&M MACHINERY AND EQUIPMENT		10,000
0142	6005	LITERACY	39250	PRINTING & DUPLICATING		748
0142	6005	LITERACY	39300	DUES/MEMBERSHIPS		2,000
0142	6005	LITERACY	39400	TRAINING		4,000
0142	6005	LITERACY	40000	BOOKS & SUBSCRIPTIONS		7,000
0142	6005	LITERACY	40500	LIBRARY DATABASES	2,582	5,000
				[142-6005] LITERACY	84,000	77,948

0163	6005	LITERACY	11200	PERMANENT SALARIES	16,770	
0163	6005	LITERACY	11300	PART TIME SALARIES	10,526	16,204
0163	6005	LITERACY	11500	SEPARATION BENEFITS	-	
0163	6005	LITERACY	12200	LIFE INSURANCE	50	
0163	6005	LITERACY	12300	MEDICAL INSURANCE	3,680	
0163	6005	LITERACY	12350	MEDICARE INSURANCE	240	235
0163	6005	LITERACY	12370	PART TIME RETIREMENT		649
0163	6005	LITERACY	12400	DENTAL INSURANCE	180	
0163	6005	LITERACY	12600	RETIREMENT	4,380	
0163	6005	LITERACY	12900	LONG TERM DISABILITY	120	
0163	6005	LITERACY	12950	VISION PLAN	40	
0163	6005	LITERACY	21350	OTHER OFFICE SUPPLIES		
0163	6005	LITERACY	22750	OTHER OPERATING SUPPLIES		2,500
0163	6005	LITERACY	31950	OTHER PROFESSIONAL SERVICES		2,500
0163	6005	LITERACY	32200	POSTAGE		
0163	6005	LITERACY	33100	MILEAGE AND PARKING		349
0163	6005	LITERACY	38400	R&M MACHINERY AND EQUIPMENT		2,500
0163	6005	LITERACY	39250	PRINTING & DUPLICATING		
0163	6005	LITERACY	39300	DUES/MEMBERSHIPS		1,150
0163	6005	LITERACY	40000	BOOKS & SUBSCRIPTIONS		4,000
0163	6005	LITERACY	40500	LIBRARY DATABASES		5,000
				[163-6005] LITERACY	35,986	35,087

0445	6005	LITERACY	11300	PART TIME SALARIES	14,178
0445	6005	LITERACY	21350	OTHER OFFICE SUPPLIES	2,500
0445	6005	LITERACY	22750	OTHER OPERATING SUPPLIES	
0445	6005	LITERACY	31950	OTHER PROFESSIONAL SERVICES	1,500
0445	6005	LITERACY	32200	POSTAGE	
0445	6005	LITERACY	33100	MILEAGE AND PARKING	
0445	6005	LITERACY	38400	R&M MACHINERY AND EQUIPMENT	2,800
0445	6005	LITERACY	39250	PRINTING & DUPLICATING	250
0445	6005	LITERACY	39300	DUES/MEMBERSHIPS	2,500
0445	6005	LITERACY	40000	BOOKS & SUBSCRIPTIONS	6,500
0445	6005	LITERACY	40500	LIBRARY DATABASES	1,950
[445-6005] LITERACY					32,178

8000
8000

0454	6005	LITERACY	11300	PART TIME SALARIES	14,000
0454	6005	LITERACY	12350	MEDICARE	3010
0454	6005	LITERACY	12370	PART TIME RETIREMENT	44
0454	6005	LITERACY	21350	OTHER OFFICE SUPPLIES	120
0454	6005	LITERACY	32200	POSTAGE	2,500
[454-6005] LITERACY					18,500

2500
2000
7674

FUND	DEPT CODE	DIVISION NAME	OBJECT	OBJECT DESCRIPTION	17/18 TARGET	18/19 TARGET
0010	6006	CHILDREN'S SERVICES	11200	PERMANENT SALARIES	183,074	198,178
0010	6006	CHILDREN'S SERVICES	11300	PART TIME SALARIES	-	
				PART TIME SALARIES	25,100	15,056
0010	6006	CHILDREN'S SERVICES	11500	SEPARATION BENEFITS	10,690	13,930
0010	6006	CHILDREN'S SERVICES	12200	LIFE INSURANCE	468	936
0010	6006	CHILDREN'S SERVICES	12300	MEDICAL INSURANCE	22,692	22,871
0010	6006	CHILDREN'S SERVICES	12350	MEDICARE INSURANCE	2,627	2,874
				PART TIME MEDICARE INSURANCE		263
			12370	PART TIME RETIREMENT	1,605	752
0010	6006	CHILDREN'S SERVICES	12400	DENTAL INSURANCE	1,141	1,051
0010	6006	CHILDREN'S SERVICES	12500	WORKERS COMPENSATION	3,154	3,406
			12750	DEFERRED COMP		1,950
0010	6006	CHILDREN'S SERVICES	12900	LONG TERM DISABILITY	1,188	1,188
0010	6006	CHILDREN'S SERVICES	12950	VISION PLAN	496	654
0010	6006	CHILDREN'S SERVICES	12370	PART TIME RETIREMENT		
0010	6006	CHILDREN'S SERVICES	22450	LIBRARY SUPPLIES/CIRC/AV/ETC	6,500	6,500
				LIBRARY SUPPLIES/CIRC/AV/ETC	1,000	-
0010	6006	CHILDREN'S SERVICES	39250	PRINTING & DUPLICATING	250	
0010	6006	CHILDREN'S SERVICES	40000	BOOKS & SUBSCRIPTIONS	15,000	30,000
			40000	BOOKS & SUBSCRIPTIONS	9,763	
			40500	LIBRARY DATABASES	625	700
[10-6006] CHILDREN'S SERVICES					285,373	300,309
			12600	RETIREMENT	52,688	62,905